

# **DUFFIELD LAWN TENNIS CLUB**

## **SAFE RECRUITMENT POLICY**



## **PURPOSE AND SCOPE**

Duffield LTC complies with National Safe Recruitment Procedures and relevant legislation to ensure a consistent and thorough recruitment process. The Club conducts criminal record checks (such as Disclosure and Barring Service (DBS) checks, Protecting Vulnerable Groups (PVG) scheme checks or similar) on applicable positions as part of this process.

The aim is to help deter people who might abuse children or adults at risk from applying for paid or voluntary roles where they will have access to those vulnerable groups.

When the club engages coaches and other staff we will ensure that DBS certification and professional accreditations are in place, and carry out due diligence on references. As well as applying to the appointment of Head Coach, who will be self employed, these processes will also apply to any coach who the Head Coach proposes to engage as part of the coaching team.

## **RECRUITMENT PROCESS**

A DBS check will be required for any role which involves working with children (anyone under 18) or adults at risk. We will advertise any vacant positions and include requirements to complete the appropriate DBS check.

All applicants are required to complete a standard application process to ensure they have all the information they need about our organisation, including the advertised role, and to ensure we can assess their suitability.

During the application process applicants are asked to confidentially self-disclose any unspent criminal offences or child protection investigations. If the role requires an enhanced DBS check, we will also ask applicants to disclose any unspent offences. Where the information raises a safeguarding concern, details will be shared with the LTA Safeguarding Team.

We will take reasonable steps to confirm the applicants' suitability for the role, including; verifying qualifications and professional memberships, assessing skills and relevant experience. All applicants will be asked to explain any significant gaps or repeated changes in employment history where no reasons have been provided on their application.

During the process, they will be asked to provide details of referees, which should include, where possible, someone who can comment on the applicant's previous work with children. References are normally sought after a conditional offer of employment or engagement has been made, although there may be occasions when we ask applicants' consent to contact a referee before an offer has been made. All offers are subject to satisfactory completion of all vetting processes including references.

Duffield LTC provides an induction programme for all new staff, coaches and volunteers which includes our safeguarding policies and procedures.

## **DBS CHECKS**

Any individual intending to work in Regulated Activity with children, young people or adults is required to complete an Enhanced DBS check and Barred List check before commencement of employment or engagement and at least every 3 years during their employment or engagement.

Regulated activity is work that a barred person must not do. It is defined in the Safeguarding Vulnerable Groups Act 2006 (SVGA) which has been amended by the Protection of Freedoms Act 2012 (PoFA).



Any individual intending to work in a role which involves work with children or adults at risk but is not defined as Regulated Activity will be required to complete an Enhanced DBS check before commencement of employment or engagement and at least every 3 years during their employment or engagement. The Club will regularly monitor the specific nature of roles and whether they are defined as Regulated Activity.

All conditional offers of employment or engagement are subject to receipt of a satisfactory DBS check completed through the LTA, and an Overseas Criminal Record check if appropriate.

If we are not satisfied with the outcome of any of the above checks (DBS check or Overseas Criminal Record check) we may decide to withdraw a conditional offer of employment or engagement. We may also withdraw a conditional offer of employment or engagement if an applicant has failed to cooperate with this process or if the process has not been completed within reasonable timescales.

Staff, coaches and volunteers who begin performing additional duties or a different role that moves them into Regulated Activity will be asked to complete a new Enhanced DBS and Barred List check.

### **DBS CHECKS REVEALING CONTENT**

A DBS check will disclose any spent convictions, cautions or reprimands that are not protected and been subject to filtering by the DBS. DBS checks may also disclose other relevant information based on the position applied for.

The LTA will receive a notification when a DBS check has revealed content (i.e. an offence); however, the LTA will not know the details of the content.

When the LTA receives a notification that a DBS check has revealed content, the applicant will be asked to provide the original DBS check for review. The LTA will then review the information to decide if any further information or action is required.

If the DBS is not provided to the LTA for review, the Club may withdraw any conditional offer of employment or engagement and take appropriate steps to prevent the individual from working with children and adults at risk.

This policy is reviewed every three years (or earlier if there is a change in national legislation).

Chairperson Grenville Holt :

Date: November 2023

Welfare Officer Alison Knibbs :

Date: November 2023